

 <div style="text-align: center;"> DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES </div>	DAI Policy #: 500.10.30	Page 1 of 4
	Original Effective Date: 12/20/11	New Effective Date: 10/02/17
	Supersedes: 500.10.30	Dated: 10/13/14
	Administrator's Approval:	
Required Posting or Restricted: <input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Staffing		

POLICY

The Division of Adult Institutions shall have a sufficient number of health staff of varying types to provide inmate patients with adequate and timely evaluation and treatment consistent with contemporary standards of care. Health care staffing shall be based on the size and type of facility, the type and scope of services delivered, and the health care needs of the inmate population.

REFERENCES

Standards of Care for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-C-07 Staffing

DEFINITIONS, ACRONYMS, AND FORMS

Advanced Care Provider (ACP) – Provider with prescriptive authority, to include physicians, dentists, advanced practice nurse prescribers and physician assistants.

DAI – Division of Adult Institutions

HSM – Health Service Manager

PROCEDURE

I. General Guidelines

- A. The health care delivery systems in DAI correctional facilities shall have staff and skill mix to meet the health needs of the inmate population.
- B. The Bureau of Health Services Director in collaboration with the Medical Director and Director of Nursing shall be responsible for review of all health care staffing plans.
- C. Given the resources allocated, the Nursing Supervisor (HSM) and Nursing Coordinator shall implement the facility staffing plan.
- D. The staffing plan shall be based on allocated resources.
- E. The Warden/Superintendent, HSM and assigned Nursing Coordinator shall review the staffing plan and address any concerns related to the ability to deliver health care.

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- F. The adequacy and effectiveness of the staffing plan shall be reviewed to determine the facilities ability to meet the health needs of the inmate patient population.
- G. HSMs shall implement quality improvement activities to measure staffing plan effectiveness.
- H. HSMs shall be responsible to maintain the approved staffing plan.
- I. The staffing plan shall be reviewed annually, at a minimum, and more frequently as needed. Concerns regarding the adequacy of the plan meeting the health care needs of the inmate population in line with fiscal allocations are to be taken into consideration.

II. Staffing Plan

- A. The skill mix and staffing plan of qualified health professionals shall be driven by facility size, scope of service, clinical levels of care provided and fiscal resources. Additionally, hours of operation shall be considered in appropriate staffing plans.
- B. Students, volunteers, and new orienteers shall not be included in the plan for delivering basic health services.
- C. The amount of ACP time shall be sufficient to ensure there is no unreasonable delay in inmate patients receiving necessary care and treatment.
- D. Staffing plans shall include all full-time, part-time, limited term employees or agency staff utilized. Limited term and agency employees shall be identified as they are not permanently assigned staff.
- E. The staffing plan shall include current staff and should address coverage if positions are not filled, e.g., agency, overtime and limited term employees.

III. Daily Staffing Assignments

- A. Each health service unit shall post a daily staff assignment.
- B. Staff assignments shall reflect appropriate staffing for scopes of practice and acts of specific delegation.
- C. The daily staff assignment shall include all staff who are participating in care delivery including:
 - 1. Nursing staff.
 - 2. Support/clerical staff.
 - 3. ACPs.
 - 4. Physical, Speech, and Occupational Therapy.

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- 5. Students.
- 6. Volunteers.

D. The HSM/designee is accountable for daily staffing and assignments.

E. Records of health care schedules and staff assignments shall be kept for seven years.

Bureau of Health Services: _____ **Date Signed:** _____
James Greer, Director

_____ **Date Signed:** _____

_____ **Date Signed:** _____
Mary Muse, Nursing Director

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.10.30	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Staffing		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES**DEFINITIONS, ACRONYMS, AND FORMS****FACILITY PROCEDURE**

I.

- A.
 - 1.
 - a.
- B.
- C.

II.

- A.
- B.
- C.